

HRIS – Human Resources Information Solution

# **RESOURCE GUIDE:** **ETE PROXY ADMINISTRATOR**



# ETE PROXY ADMINISTRATOR

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## ETE Proxy Administrator Responsibilities

Employee Time Entry (ETE) Proxy Administrators are the only individuals who may add ETE Proxies for the agency's employees. They are responsible for assigning Proxy access to employees that allows that individual the access to add, change, delete, submit, reject and approve employee time records through ETE.

ETE Proxy Administrator must be aware of factors affecting internal control such as existing HRIS access of each employee. They must adhere to the enforcement of separation of duties. Upon receipt of an ETE Proxy Security Request form, responsible for reviewing all existing access for the employee for whom the request applies to ensure compliance with the agency's internal controls.

***The ETE Security Administrator SHALL NOT assign Proxy to an employee who holds a job role of Agency HR Generalist, ADOA Class&Comp or ADOA PA Admin.***

***The ETE Proxy Administrator SHALL NOT assign proxy access for themselves.***

Responsible for performing reviews of ETE Proxy access for the agency on at least a quarterly basis.

Remove access promptly if the Proxy separates from State service or has a change in employment where Proxy access is no longer appropriate.

# ETE Proxy Maintenance ZS01.1

## Introduction

Use the **ETE Proxy Maintenance ZS01.1** to grant Proxy access to users who are participating in ETE. A user designated as a Proxy will have the ability to Add, Change, Delete, Submit and Reject assigned employee time records in ETE. A Proxy can also be granted access to Approve employee time records in ETE. The access granted on ZS01.1 will filter down to the Proxy level settings within Y.E.S. for the users designated as a Proxy.

On the ZS01.1 form, each Agency ETE Proxy Administrator will define Proxy by the following levels:

- Agency
- Process Level
- Process Level and Department
- User Level

A Proxy can only have access to one level at a time; the form will gray out all other options except for the current option enrolled in. To enroll a Proxy in a different level (example from Agency to Process Level), the Agency Proxy settings must be deleted first before the Process Level Proxy can be added.

**NOTE: The Agency Payroll Specialist has inquiry only to this form. Must have the Agency ETE Proxy Administrator security role to make changes to this form.**

Menu
ZS01.1 Go

ZS01.1 - Employee Time Entry Proxy Maintenance

Data View ▼ | Special Actions ▼ | + Add | Change | Delete | ◀ Previous | Inquire | ▶ Next | Inquire ▼

Company 
Proxy ID 
Allow Approval  Yes

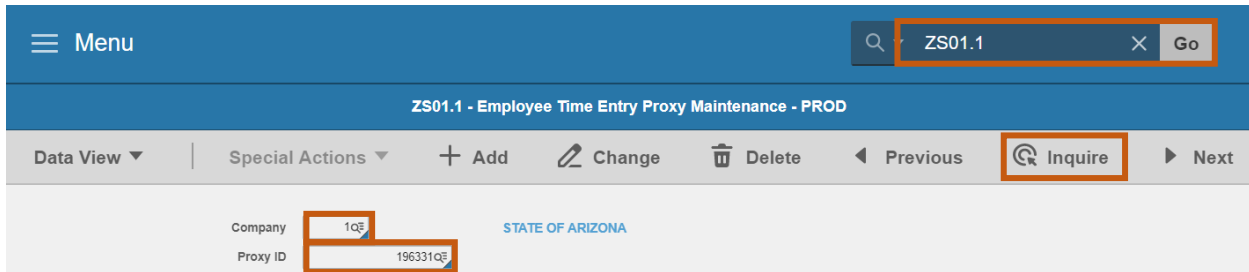
STATE OF ARIZONA

Agency -OR-
Process Level -OR-
Department -OR-
User Level

| FC | Agency                          | FC | Agency                          | FC | Agency                          |
|----|---------------------------------|----|---------------------------------|----|---------------------------------|
| ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> |
| ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> |
| ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> |
| ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> |
| ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> |
| ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> | ▼  | <input type="text" value="00"/> |

## Assign ETE Proxy to Agency

Assign user to have Proxy to all employees in the Agency



Menu ZS01.1 X Go

ZS01.1 - Employee Time Entry Proxy Maintenance - PROD

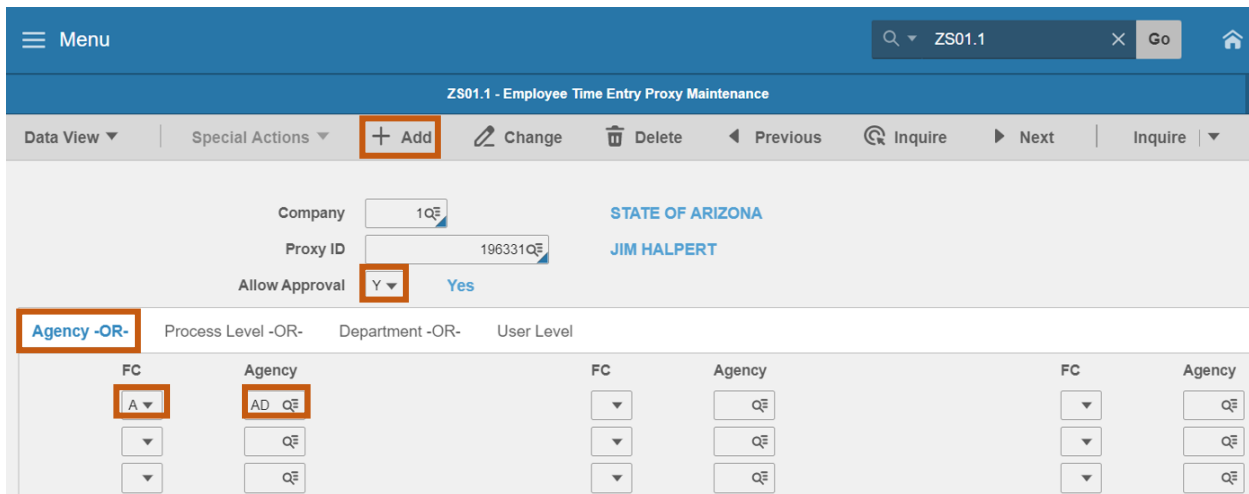
Data View ▾ | Special Actions ▾ | + Add | Change | Delete | Previous | **Inquire** | Next

Company: 1Q STATE OF ARIZONA

Proxy ID: 196331Q

1. Type **ZS01.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Proxy ID:** Type or select the **Employee Identification Number (EIN)** of the user receiving Proxy access
4. Click **Inquire**

Employee's name will display with any existing access. To assign Agency Proxy, fields in Process Level, Department and User Level must be blank. If values exist in the fields, refer to Remove Proxy Access section of this training guide.



Menu ZS01.1 X Go

ZS01.1 - Employee Time Entry Proxy Maintenance

Data View ▾ | Special Actions ▾ | **+ Add** | Change | Delete | Previous | Inquire | Next | Inquire ▾

Company: 1Q STATE OF ARIZONA

Proxy ID: 196331Q JIM HALPERT

Allow Approval: Y Yes

**Agency -OR-** Process Level -OR- Department -OR- User Level

| FC | Agency | FC | Agency | FC | Agency |
|----|--------|----|--------|----|--------|
| A  | AD     |    |        |    |        |
|    |        |    |        |    |        |
|    |        |    |        |    |        |

5. **Allow Approval:** Select **Y** or **N**
  - Select **Y** to allow the user to Enter, Submit, Reject and Approve time records

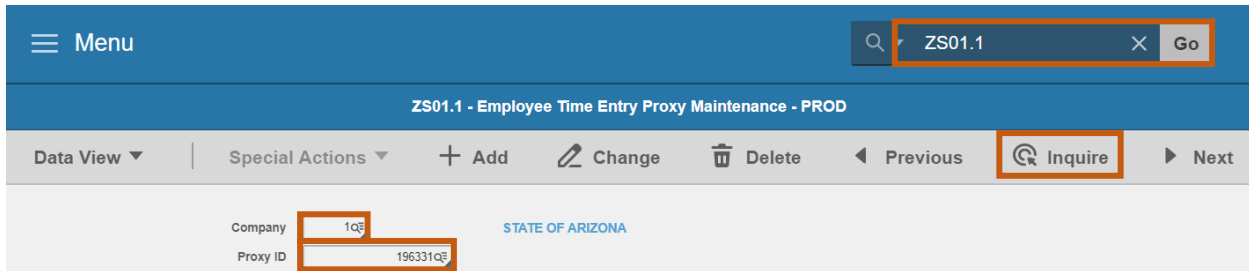
**Approval option is not for users who also have an HRIS role of Agency HR Generalist, ADOA Class & Comp or ADOA PA Admin.**

- Select **N** to allow the user Enter, Submit and Reject time records. User cannot Approve time records with this option
6. Click **Agency –OR-** tab to display the Agency entry fields

7. **FC:** Type or select **A**
8. **Agency:** Select the **Agency** or type the two-digit **Agency Code**
9. Click **Add** to save
  - Status bar displays message **Add Complete-Continue**
  - The user's access to all employees in the Agency is in effect

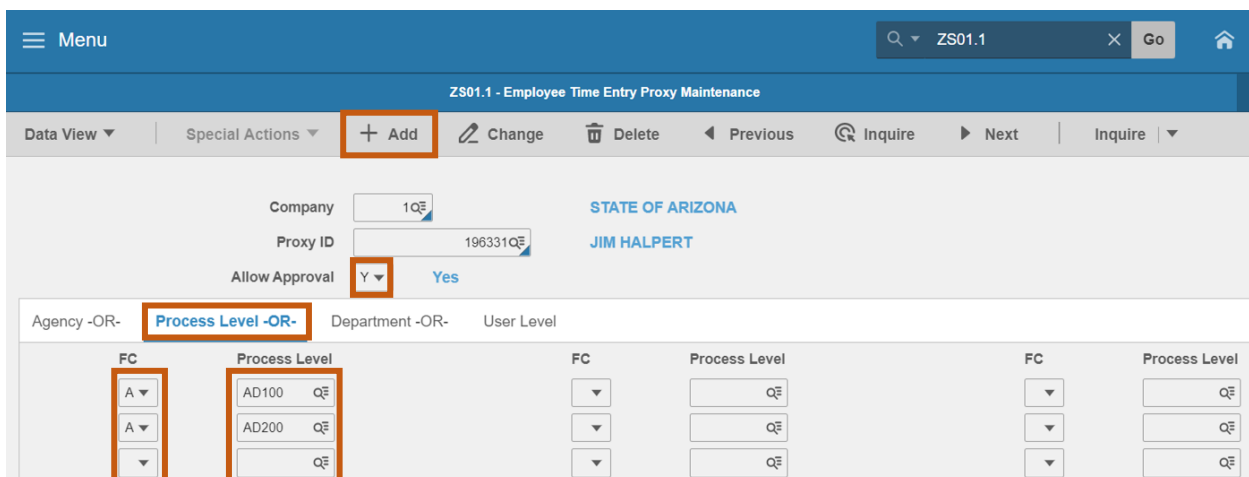
## Assign ETE Proxy to Process Level

Assign user to have Proxy to employees in a specified Process Level



1. Type **ZS01.1** in the search field, click **Go**
2. **Company:** Type or select **1**
3. **Proxy ID:** Type or select the **Employee Identification Number** of the user receiving Proxy access
4. Click **Inquire**

Employee's name will display with any existing access. To assign Process Level Proxy, fields in Agency, Department and User Level must be blank. If values exist in the fields, refer to Remove Proxy Access section of this training guide.



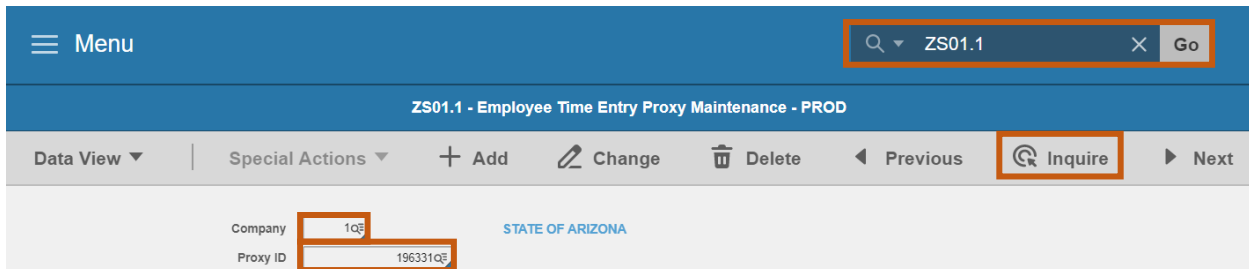
5. **Allow Approval:** Select **Y** or **N**
  - Select **Y** to allow the user to Enter, Submit, Reject and Approve time records

**Approval option is not for users who also have an HRIS role of Agency HR Generalist, ADOA Class&Comp or ADOA PA Admin.**

- Select **N** to allow the user Enter, Submit and Reject time records. User cannot Approve time records with this option
6. Click **Process Level – OR-** tab to display the Process Level entry fields
  7. **FC:** Select **A**
  8. **Process Level:** Select the **Process Level** or type the five-digit **Process Level**
  9. Repeat **steps 3 and 4** for additional Process Levels
  10. Click **Add** to save.
    - Status bar displays message **Add Complete-Continue**
    - The user's access to all Process Levels on ZS01.1 is in effect

## Assign ETE Proxy to Department

Assign user to have Proxy to employees in a specified Department



1. Type **ZS01.1** in the search field, click **Go**
2. **Company:** Type or select **1**
3. **Proxy ID:** Type or select the **Employee Identification Number** of the user receiving Proxy access
4. Click **Inquire**

Employee's name will display with any existing access. To assign Department Proxy, fields in Agency, Process Level and User Level must be blank. If values exist in the fields, refer to Remove Proxy Access section of this training guide.

5. **Allow Approval:** Select Y or N

- Select **Y** to allow the user to Enter, Submit, Reject and Approve time records

*Approval option is not for users who also have an HRIS role of Agency HR Generalist, ADOA Class&Comp or ADOA PA Admin.*

- Select **N** to allow the user Enter, Submit and Reject time records. User cannot Approve time records with this option

6. Click **Department – OR-** tab to display the Department entry fields

7. **FC:** Select **A**

8. **ProcLevel:** Select the **Process Level** or type the five-digit **Process Level**

9. **Dept:** Select the **Department** or type the five-digit **Department**. The Process Level must be selected **before** the Department is selected

10. Repeat **steps 4 and 5** for additional Departments

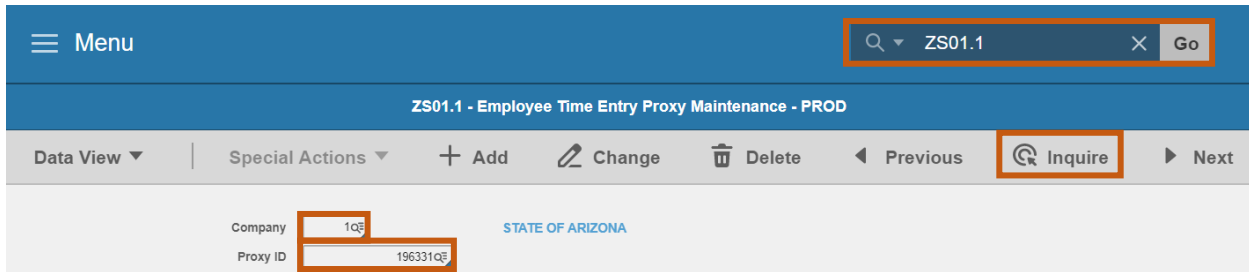
11. Click **Add** to save

- Status bar displays message **Add Complete-Continue**
- The user's access to the Departments on ZS01.1 is in effect



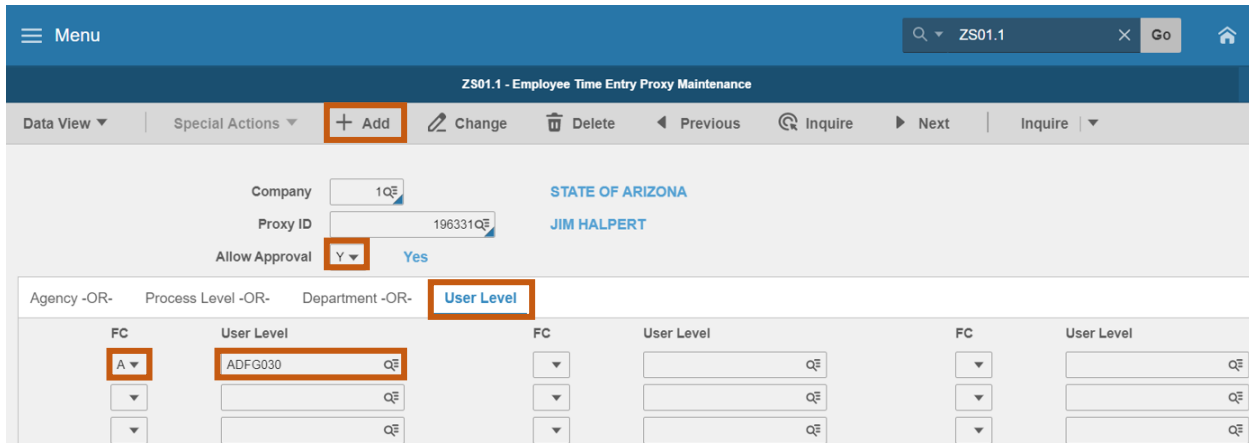
## Assign ETE Proxy to User Level

Assign user to have Proxy to employees in a specified User Level.



1. Type **ZS01.1** in the search field, click **Go**
2. **Company:** Type or select **1**
3. **Proxy ID:** Type or select the **Employee Identification Number** of the user receiving Proxy access
4. Click **Inquire**

Employee's name will display with any existing access. To assign User Level Proxy, fields in Agency, Process Level and Department must be blank. If values exist in the fields, refer to Remove Proxy Access section of this training guide.



5. **Allow Approval:** Select **Y** or **N**
  - Select **Y** to allow the user to Enter, Submit, Reject and Approve time records

*Approval option is not for users who also have an HRIS role of Agency HR Generalist, ADOA Class&Comp or ADOA PA Admin.*

  - Select **N** to allow the user Enter, Submit and Reject time records. User cannot Approve time records with this option
6. Click **User Level-** tab to display the **User Level** entry fields
7. **FC:** Select **A**
8. **User Level:** Select the **User Level**

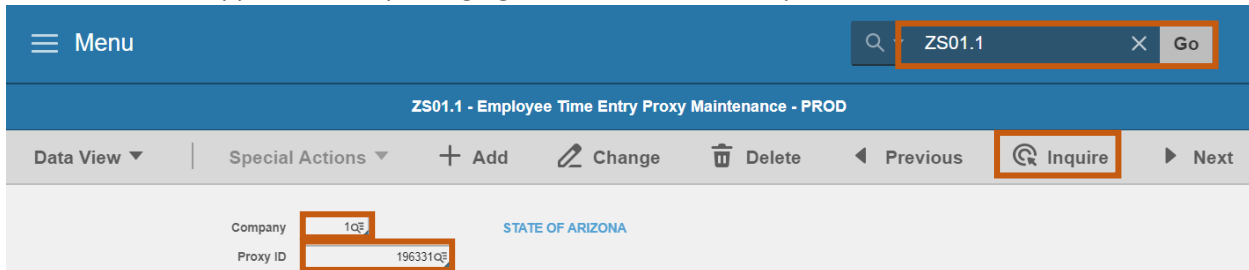
9. Repeat **steps 7 and 8** for additional User Levels

10. Click **Add** to save. Status bar displays message **Add Complete-Continue**

## Remove Proxy Access

Agency ETE Proxy Administrators must remove access promptly when a Proxy separates from State service, transfers to another State Agency or has a change in employment where Proxy access is no longer appropriate.

This section also applies to Proxy changing from one level of Proxy access to another.



Menu ZS01.1 X Go

ZS01.1 - Employee Time Entry Proxy Maintenance - PROD

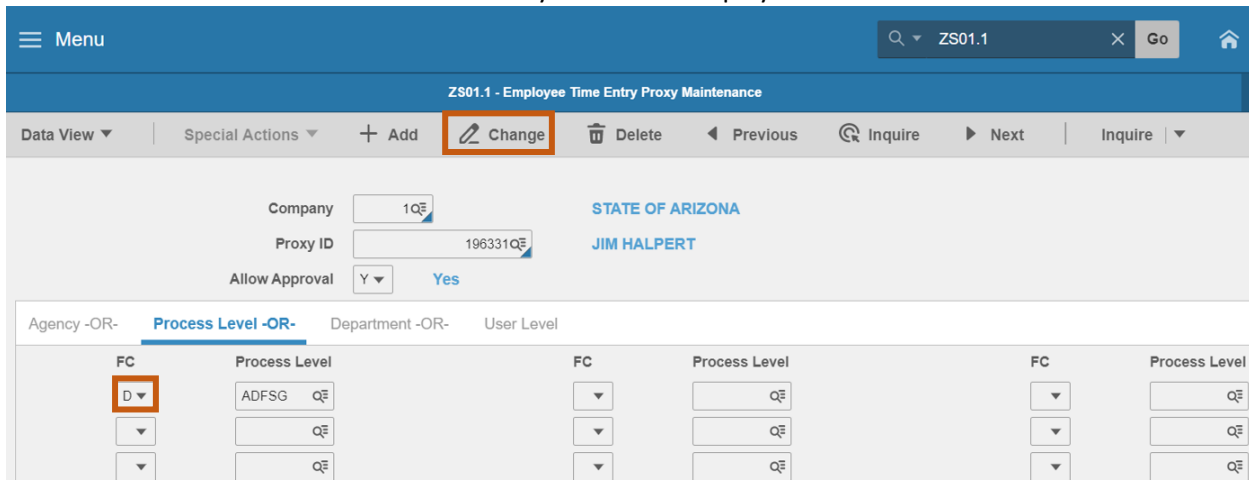
Data View ▾ | Special Actions ▾ | + Add | Change | Delete | Previous | **Inquire** | Next

Company 1Q STATE OF ARIZONA

Proxy ID 196331Q

1. Type **ZS01.1** in the search field, click **Go**
2. **Company:** Type or select **1**
3. **Proxy ID:** Type or select the **Employee Identification Number** of the user receiving Proxy access
4. Click **Inquire**

The tab that contains the user's current Proxy access will display.



Menu ZS01.1 X Go

ZS01.1 - Employee Time Entry Proxy Maintenance

Data View ▾ | Special Actions ▾ | + Add | **Change** | Delete | Previous | Inquire | Next | Inquire ▾

Company 1Q STATE OF ARIZONA

Proxy ID 196331Q JIM HALPERT

Allow Approval Y Yes

Agency -OR- **Process Level -OR-** Department -OR- User Level

| Agency | Process Level | FC | Process Level | FC | Process Level |
|--------|---------------|----|---------------|----|---------------|
| D      | ADFSG Q       |    | Q             |    | Q             |
|        | Q             |    | Q             |    | Q             |
|        | Q             |    | Q             |    | Q             |

5. **FC:** Select **D – Delete**
6. Click **Change** to save the changes
  - Status bar displays message **Change Complete – Continue**
  - The user no longer has Proxy access

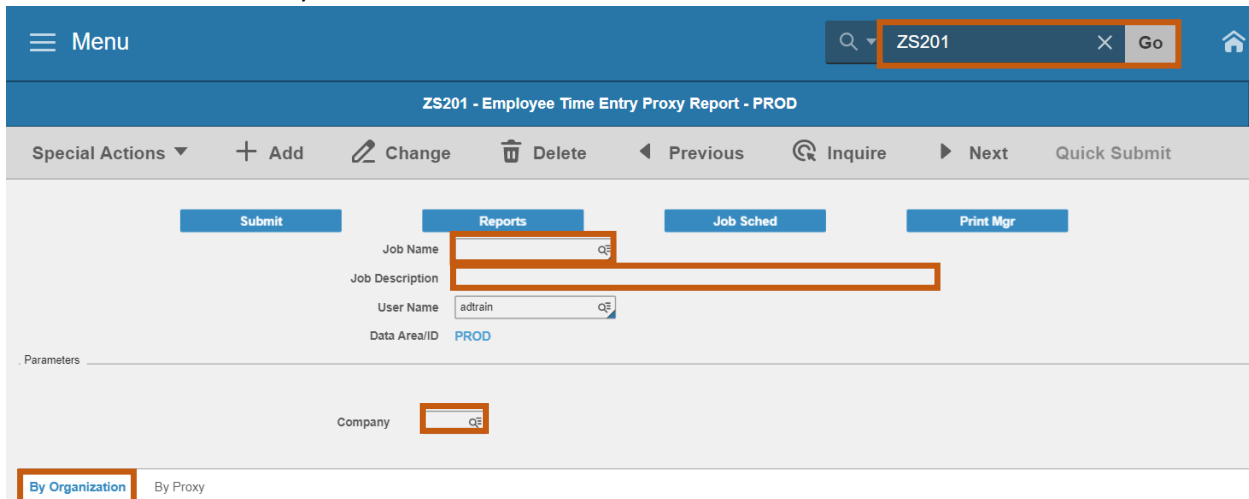
## ETE Proxy Report ZS201 (by Organization)

Run **Employee Time Entry Proxy Report (ZS201)** to list proxy information. Run by Agency to view:

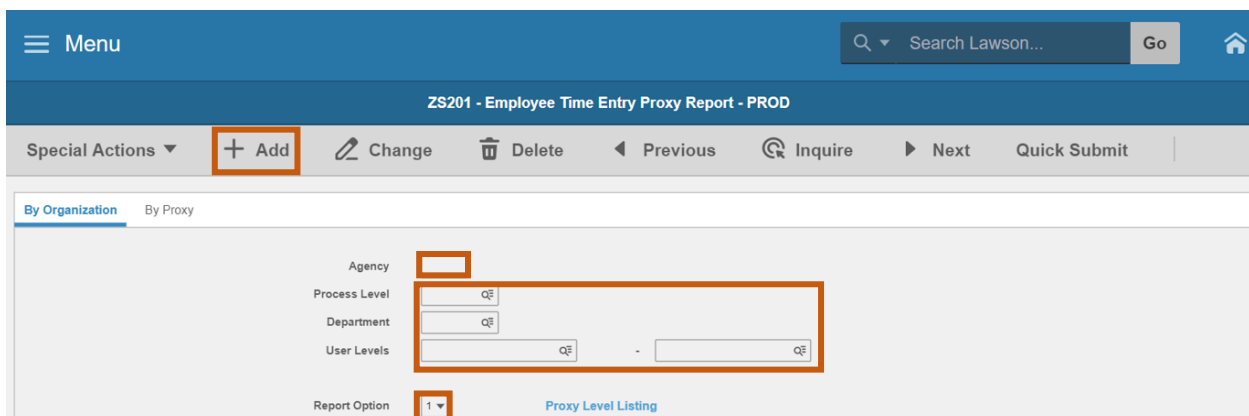
- **Proxy Level Listing** - Lists the proxies that have access to the agency, process level, department, or user level(s) entered on the form. This is the default report.
- **Missing Proxies/Participants Without Proxies Listing** - Lists the Employee Time Entry participants in the process level, department, or user level(s) entered on the form that have NOT been assigned a proxy.

### Create Report Parameters

Parameters to create a new ZS201 to view all proxies assigned to Agency or Process Level or Department or User Level. Select only **one** of these levels.



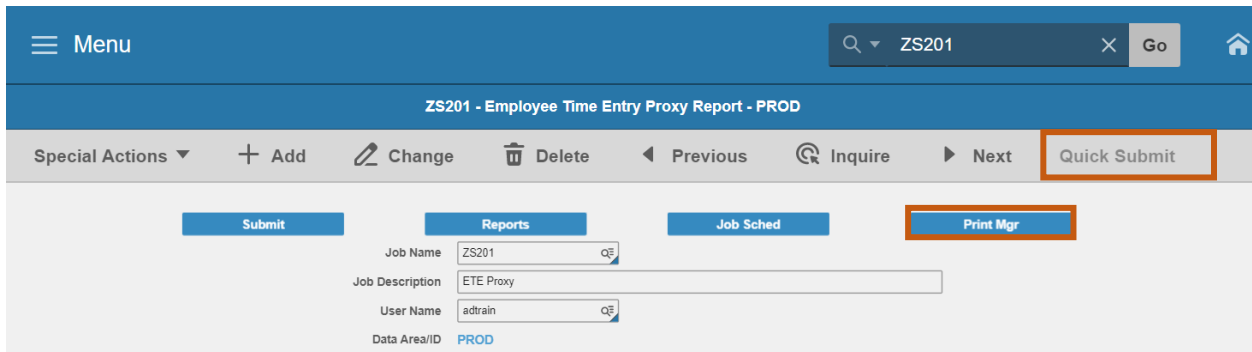
1. Type **ZS201** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**
5. Click **By Organization** tab



6. **Agency:** Type the two-digit **Agency Code** to view all Proxies in the agency. Process Level, Department, User Levels remain blank
7. **Process Level:** Type or select a **Process Level** to only view Proxies in the selected Process Level; Agency, Department, User Levels remain blank
8. **Department:** Must select a **Process Level** first. Then, type or select a **Department, Agency** and **User Levels** remain blank
9. **User Levels:** Type or select **User Level** range. To run for one User Level, enter the same value in both boxes
10. **Report Option:** Type or select **1** or **2**
  - Select **1 Proxy Level Listing** to display active proxies assigned to level defined in parameters
  - Select **2 Missing Proxy Listing** to display employees in defined parameters that do not have any proxies assigned
11. Click **Add** to save report parameters. Status bar displays message **Job Added**

## Submit Report

Submit the report to view results



1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

## Example of Report Results

| Employee Time Entry Proxy Report                    |          |                                                                                         |                     |                   |
|-----------------------------------------------------|----------|-----------------------------------------------------------------------------------------|---------------------|-------------------|
| ZS201 Date 07/09/19<br>Time 13:04                   |          | Company 1 - STATE OF ARIZONA<br>Employee Time Entry Proxy Report<br>Proxy Level Listing |                     |                   |
| Process Level ADAZG - AD-ARIZONA GOVERNMENT UNIVER  |          | Department GU100 - AZGU                                                                 |                     |                   |
| Name                                                | Employee | Supervisor<br>Code                                                                      | Status              | Allow<br>Approval |
| GREEN, RACHEL                                       | 345678   |                                                                                         | C1 - UNCOVERED W/BN | YES               |
| TRIBBIANI, JOEY                                     | 234567   |                                                                                         | C1 - UNCOVERED W/BN | YES               |
| GELLER, ROSS                                        | 578910   |                                                                                         | C1 - UNCOVERED W/BN | YES               |
| BUFFAY, PHOEBE                                      | 135456   |                                                                                         | C1 - UNCOVERED W/BN | YES               |
| BING, CHANDLER                                      | 456489   |                                                                                         | C1 - UNCOVERED W/BN | YES               |
|                                                     |          | ADDIR80009                                                                              | C1 - UNCOVERED W/BN | YES               |
| Process Level ADBSD - AD-BENEFITS SERVICES DIVISION |          | Department BSD00 - BSD DIRECTOR'S OFFICE                                                |                     |                   |
| Name                                                | Employee | Supervisor<br>Code                                                                      | Status              | Allow<br>Approval |
| BENES, ELAINE                                       | 456781   |                                                                                         | C1 - UNCOVERED W/BN | YES               |
| COSTANZA, GEORGE                                    | 345670   |                                                                                         | C1 - UNCOVERED W/BN | YES               |
| SEINFELD, JERRY                                     | 789100   | ADBSD70010                                                                              | C1 - UNCOVERED W/BN | YES               |
| ROSS, SUSAN                                         | 235456   |                                                                                         | C1 - UNCOVERED W/BN | YES               |
| KRAMER, COSMO                                       | 566489   | ADBSD90030                                                                              | C1 - UNCOVERED W/BN | YES               |
| CHILES, JACKIE                                      | 451225   |                                                                                         | C1 - UNCOVERED W/BN | YES               |
| LEO, UNCLE                                          | 711247   |                                                                                         | C1 - UNCOVERED W/BN | YES               |
| NEWMAN, NORMAN                                      | 1227445  |                                                                                         | C1 - UNCOVERED W/BN | YES               |
| PETERMAN, JACOPO                                    | 100111   | ADBSD30010                                                                              | C1 - UNCOVERED W/BN | YES               |
|                                                     |          | ADDIR80009                                                                              | C1 - UNCOVERED W/BN | YES               |
| Process Level ADBSD - AD-BENEFITS SERVICES DIVISION |          | Department BSD01 - BSD OPERATIONS                                                       |                     |                   |

### Example of PDF

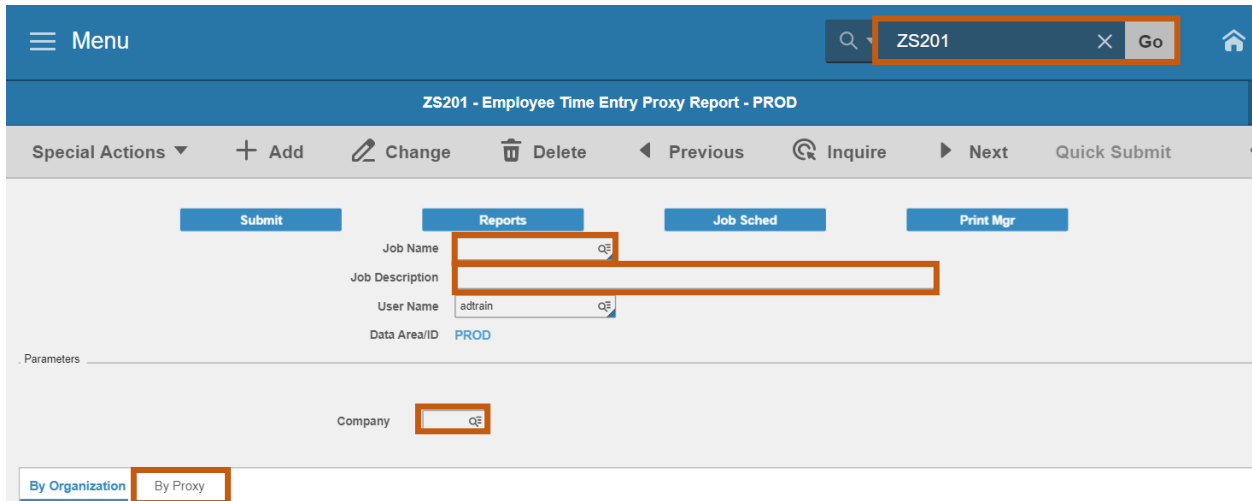
**Define different sets of parameters for the ZS201 by creating different Job Names. For example, Inquire on an existing Job Name, change the parameters values, type in a new Job Name and use the ADD button. To save job results in the Print Manager, each job defined must have a unique Job Name.**

## ETE Proxy Report ZS201 (by Proxy)

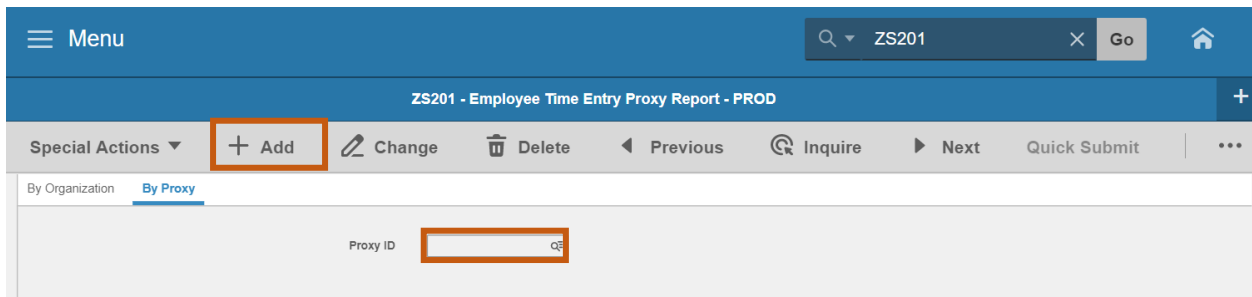
Run **Employee Time Entry Proxy Report (ZS201)** to list proxy information. Use these instructions to view the access (i.e., process levels, departments, user levels) of the proxy entered on the form.

### Create Report Parameters

Parameters to create a new ZS201 to view access of a specific Proxy. To run the report by Proxy, the agency, process level, department, and user level fields in the By Organization tab must be blank.



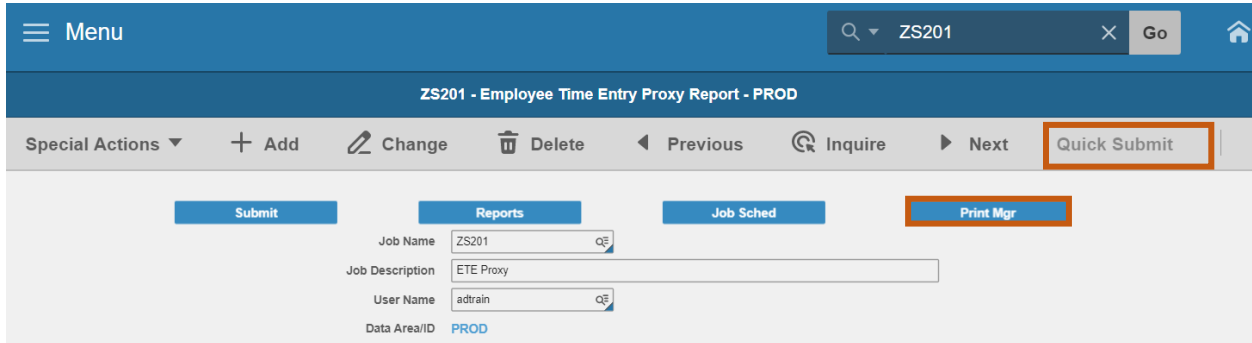
1. Type **ZS201** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report
4. **Company:** Type or select **1**
5. Click on **By Proxy** tab



6. **Proxy ID:** Type or select the **Employee Identification Number** of the proxy
7. Click **Add** to save report parameters. Status bar displays message **Job Added**

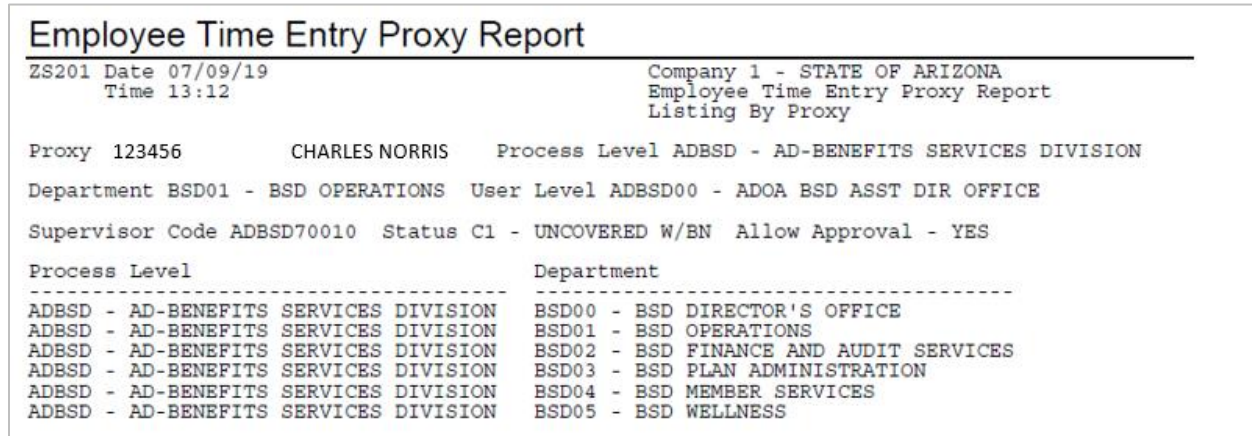
## Submit Report

Submit the report to view results



1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

## Example of Report Results



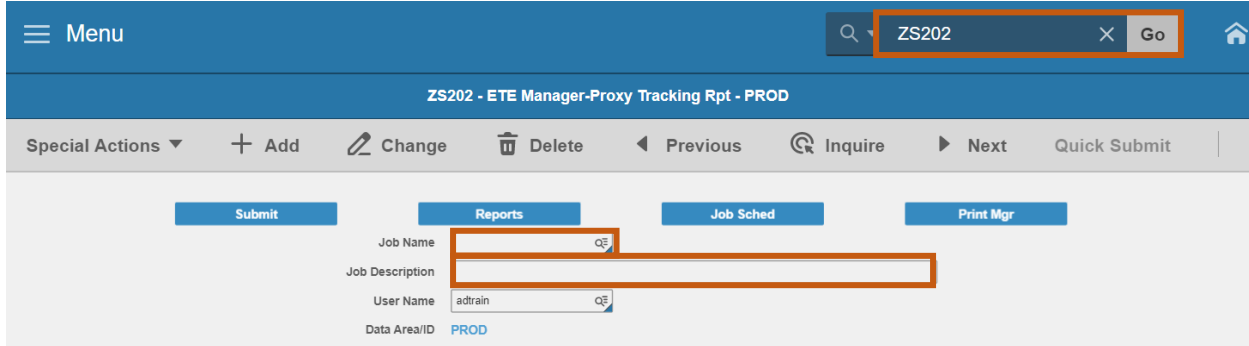
| Process Level                         | Department                             |
|---------------------------------------|----------------------------------------|
| ADBSD - AD-BENEFITS SERVICES DIVISION | BSD00 - BSD DIRECTOR'S OFFICE          |
| ADBSD - AD-BENEFITS SERVICES DIVISION | BSD01 - BSD OPERATIONS                 |
| ADBSD - AD-BENEFITS SERVICES DIVISION | BSD02 - BSD FINANCE AND AUDIT SERVICES |
| ADBSD - AD-BENEFITS SERVICES DIVISION | BSD03 - BSD PLAN ADMINISTRATION        |
| ADBSD - AD-BENEFITS SERVICES DIVISION | BSD04 - BSD MEMBER SERVICES            |
| ADBSD - AD-BENEFITS SERVICES DIVISION | BSD05 - BSD WELLNESS                   |


**Example of PDF**

## ETE Manager – Proxy Tracking Report ZS202




Run **Employee Time Entry Manager-Proxy Tracking Report ZS202** to print a list of all time record activity (including comments) for the specified pay period.

### Create Report Parameters




Menu   

ZS202 - ETE Manager-Proxy Tracking Rpt - PROD

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Quick Submit

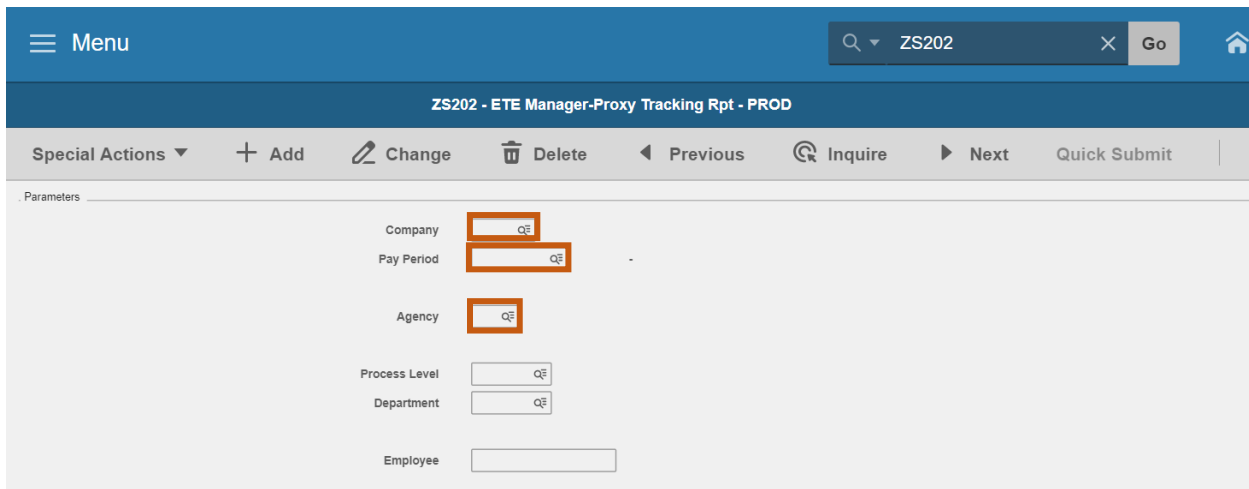
Job Name


Job Description

User Name  




Data Area/ID

1. Type **ZS202** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report



Menu   

ZS202 - ETE Manager-Proxy Tracking Rpt - PROD

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Quick Submit

Parameters

Company

Pay Period

Agency

Process Level

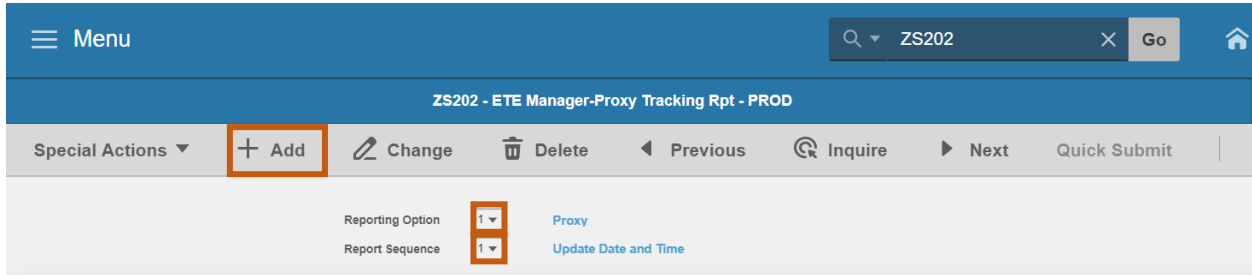
Department

Employee

4. **Company:** Type or select **1**
5. **Pay Period:** Select a **Pay Period start date**. The end date of the Pay Period will automatically appear for a valid start date
6. **Agency:** Type or select the two-digit **Agency** code
7. **Process Level:** Leave blank or select a **Process Level** to limit results
8. **Department:** Leave blank or select a **Department & Process Level** to limit results
9. **Employee:** Leave blank or select the **Employee Identification Number** to limit results



## Select the ZS202 reporting option



### 10. Reporting Option: Type or select 1 or 2

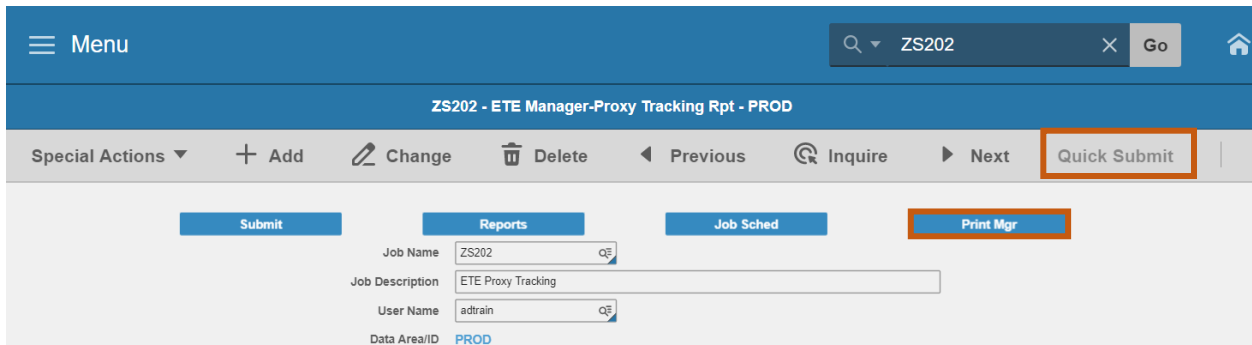
- 1 = Proxy (default)
- 2 = Manager and Proxy

### 11. Report Sequence: Type or select 1 or 2

- 1 = Sort the report data based on the date the time records were entered (i.e. chronological order) (default)
- 2 = Sort the report by Time Record Date

### 12. Click **Add** to save report parameters. Status bar displays message **Job Added**

## Submit Report



1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

## Example of Report Results

In the Print Manager, double click the Job Name to view the report results

| ETE Manager-Proxy Tracking Rpt    |          |                                                                                                                                           |           |       |                  |           |                   |                  |             |             |
|-----------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|------------------|-----------|-------------------|------------------|-------------|-------------|
| ZS202 Date 04/04/19<br>Time 11:45 |          | Company 1 - STATE OF ARIZONA<br>Employee Time Entry Time Record Audit Report<br>Pay Period 03/09/19 - 03/22/19<br>Reporting Option: Proxy |           |       |                  |           |                   |                  | Page 6      |             |
| Employee 123456                   |          | GELLER, ROSS                                                                                                                              |           |       |                  |           |                   |                  |             |             |
| Time Rec Date                     | Pay Code | Hours                                                                                                                                     | Attn Code | Shift | Account Template | Status    | Updated By (Name) | Updated By (EIN) | Update Date | Update Time |
| 03/11/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | approved  | GREEN, RACHEL     | 345678           | 03/21/19    | 09:23:20:00 |
| 03/12/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | approved  | GREEN, RACHEL     | 345678           | 03/21/19    | 09:23:20:01 |
| 03/13/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | approved  | GREEN, RACHEL     | 345678           | 03/21/19    | 09:23:20:02 |
| 03/14/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | approved  | GREEN, RACHEL     | 345678           | 03/21/19    | 09:23:20:03 |
| 03/15/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | approved  | GREEN, RACHEL     | 345678           | 03/21/19    | 09:23:20:04 |
| 03/18/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | approved  | GREEN, RACHEL     | 345678           | 03/21/19    | 09:23:20:05 |
| 03/19/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | approved  | GREEN, RACHEL     | 345678           | 03/21/19    | 09:23:20:06 |
| 03/20/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | approved  | GREEN, RACHEL     | 345678           | 03/21/19    | 09:23:20:07 |
| 03/21/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | approved  | GREEN, RACHEL     | 345678           | 03/21/19    | 09:23:20:08 |
| 03/22/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | approved  | GREEN, RACHEL     | 345678           | 03/21/19    | 09:23:20:09 |
| 03/11/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | rejected  | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:30:00 |
| 03/12/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | rejected  | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:30:01 |
| 03/13/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | rejected  | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:30:02 |
| 03/14/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | rejected  | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:30:03 |
| 03/15/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | rejected  | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:30:04 |
| 03/18/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | rejected  | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:30:05 |
| 03/19/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | rejected  | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:30:06 |
| 03/20/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | rejected  | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:30:07 |
| 03/21/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | rejected  | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:30:08 |
| 03/22/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | rejected  | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:30:09 |
| 03/11/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | deleted   | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:36:00 |
| 03/12/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | deleted   | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:36:01 |
| 03/13/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | deleted   | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:36:02 |
| 03/14/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | deleted   | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:36:03 |
| 03/15/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | deleted   | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:36:04 |
| 03/18/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | deleted   | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:43:00 |
| 03/19/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | deleted   | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:43:01 |
| 03/20/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | deleted   | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:43:02 |
| 03/21/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | deleted   | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:43:03 |
| 03/22/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | deleted   | TRIBBIANI, JOEY   | 234567           | 03/21/19    | 09:56:43:04 |
| 03/11/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | entered   | GELLER, ROSS      | 578910           | 03/21/19    | 09:57:39:00 |
| 03/12/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | entered   | GELLER, ROSS      | 578910           | 03/21/19    | 09:57:39:01 |
| 03/13/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | entered   | GELLER, ROSS      | 578910           | 03/21/19    | 09:57:39:02 |
| 03/14/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | entered   | GELLER, ROSS      | 578910           | 03/21/19    | 09:57:39:03 |
| 03/15/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | entered   | GELLER, ROSS      | 578910           | 03/21/19    | 09:57:39:04 |
| 03/18/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | entered   | GELLER, ROSS      | 578910           | 03/21/19    | 09:58:43:00 |
| 03/19/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | entered   | GELLER, ROSS      | 578910           | 03/21/19    | 09:58:43:01 |
| 03/20/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | entered   | GELLER, ROSS      | 578910           | 03/21/19    | 09:58:43:02 |
| 03/21/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | entered   | GELLER, ROSS      | 578910           | 03/21/19    | 09:58:43:03 |
| 03/22/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | entered   | GELLER, ROSS      | 578910           | 03/21/19    | 09:58:43:04 |
| 03/11/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | submitted | GELLER, ROSS      | 578910           | 03/21/19    | 09:58:47:00 |
| 03/12/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | submitted | GELLER, ROSS      | 578910           | 03/21/19    | 09:58:47:01 |
| 03/13/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | submitted | GELLER, ROSS      | 578910           | 03/21/19    | 09:58:47:02 |
| 03/14/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | submitted | GELLER, ROSS      | 578910           | 03/21/19    | 09:58:47:03 |
| 03/15/19                          | 640      | 8.00                                                                                                                                      |           | 1     |                  | submitted | GELLER, ROSS      | 578910           | 03/21/19    | 09:58:47:04 |

Example of PDF